

Undergraduate Fees Refund Policy FY 2022-23

Admission Cancellation:

- Applicants who do not meet the condition(s) stipulated in the offer letter shall be entitled to get a tuition fee, SSE fee, semester registration, hostel fee, and admission security refund.
- **Only 50% of the admission fee is refundable to account for expenses already incurred by the University.**
- **Advance tax cannot be refunded** and is deposited in the Government treasury on collection. Tax deduction certificates will be provided.

Separation / Suspension:

- If a student is separated/suspended from the programme by the University for Academic Reasons, and has deposited the dues for the next semester, all such dues deposited will be refunded.
- If a student is separated/suspended from the programme due to disciplinary reasons or reasons other than academic, the dues deposited by him/her for the current semester will not be refunded. However, if for some reason, the decision is delayed till the next semester and the student pays the dues for the next semester, such dues will be refunded.

Withdrawal from the Programme:

- In case a new student finds it necessary to withdraw from the Programme before the commencement of classes, he/she must inform the LUMS Office of Admissions (admissions@lums.edu.pk) in writing.
- In case a new student wishes to withdraw from the Programme after the commencement of classes, he/she must inform Registrar's Office (helpdeskro@lums.edu.pk) in writing. Upon approval the following refund policy will apply:

Fee Component	Deadline	Amount of Fee Refund
Admission Fee		Non-Refundable
Admission Security	Fully refundable	100%
Tuition Fee, SSE Fee, Semester Registration (Fall/ Spring Semester)	Before the commencement of classes	100%
	Up to the first seven (7) days of the commencement of classes	100%
	From eight (8) – to fifteen (15) days after the commencement of classes	50%
	More than fifteen (15) days after the commencement of classes	Non-Refundable
Summer Semester Fee		Non-Refundable
Advance Tax	Collected under section 236 I of the Income Tax Ordinance 2001	Non-Refundable
Hostel Fee	Before the first day of commencement of classes	100%
	After the first day of commencement of classes	Non-Refundable

- Finance office shall communicate the fee refund policy along with the relevant deadline to returning students before the commencement of each semester.
- Freshmen cannot take their First Semester off or drop/withdraw from all courses.
- The University reserves the right to change its policies and fee structure at any time.
- Amount will be refunded within two weeks on receipt of refund application along with all required documents.
- In case of any query regarding fee, please contact at helpdeskfinance@lums.edu.pk